Government-wide Purchase Card (GPC)

Initial Training

28 May 04

61 CONS - “Expeditionary – Agile – Innovative”
“Outstanding Every Day”

GPC Team

GPC Program Manager

Kelly Britton 3-5930

Alt GPC Program Manager

Jennifer Agcaoili 3-0623

Administrative Assistant

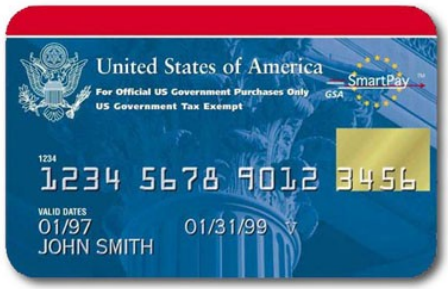
Dalice Va 3-0285

Agenda

- Overview
- Authorized and Unauthorized Use of the GPC
- Establishing a GPC Account
- Responsibilities and Procedures
- Guidance
- Processes and Practical Applications
- C.A.R.E.

What is the GPC?

- Government-wide Purchase Card
  - AFI 64-117, Air Force Government-wide Purchase Card Program, dtd 06 D[illegible]
    - Section 2 - Do's and Don'ts
    - Section 4 - Responsibilities
  - Compliance is mandatory
    - Waivers must be approved by SAF/AQCO
    - Available digitally @ http://www.e-publishing.af.mil/
- Commercial Credit Card
- It's Just a VISA



Authorized and Unauthorized Use of the GPC

AFI 64-117

Section 2

Authorized Use of the GPC

(AFI 64-117 para 2.1)

- Without exception, the GPC shall only be used to pay for authorized U.S. Government purchases
  - Use constitutes expenditure of appropriated funds
  - Limited to authorized transactions only
- Used “to purchase authorized supplies, equipment, and non-personal services up to the micro-purchase threshold (currently $2.5k)”

Authorized Use (cont)

- Micro-purchases do not require competition
  - Determine that the price is reasonable
  - Distributed equally among qualified suppliers
  - Special consideration to supporting local, small and small disadvantaged businesses
- Non-personal Services
  - Recurring
  - Non-recurring services

Recurring

- Performed at regular intervals and have a demand that can be accurately predicted on an annual basis
  - Cellular phone service
- GPC may be used up to micro-purchase limit of **$2.5k annually**
- If estimated to > $2.5k per fiscal year - submit to 61 CONS via AF Form 9
  - Exceptions: Cell Phones & Pagers
  - Refer to SAF/AQC guidance dtd 12 Sep 03

Non-Recurring

- Involve **one-time, unpredictable or occasional requirements**
  - One-time repair
  - Locksmith
- GPC may be used up to micro-purchase limit of $2.5k, **whenever a requirement occurs**

Contact the GPC Team if you are unsure!

Authority to Purchase > $2.5k

(AFI 64-117 para 2.1.2.3.)

- Purchases between $2,500.01 and $25,000.00 shall only be obtained from pre-priced government contracts and agreements such as:
  - Federal Supply Schedule (FSS)
  - Blanket Purchase Agreements (BPA)
  - Indefinite Delivery/Indefinite Quantity (IDIQ) contracts
- DAPS up to $100k, with prior authorization

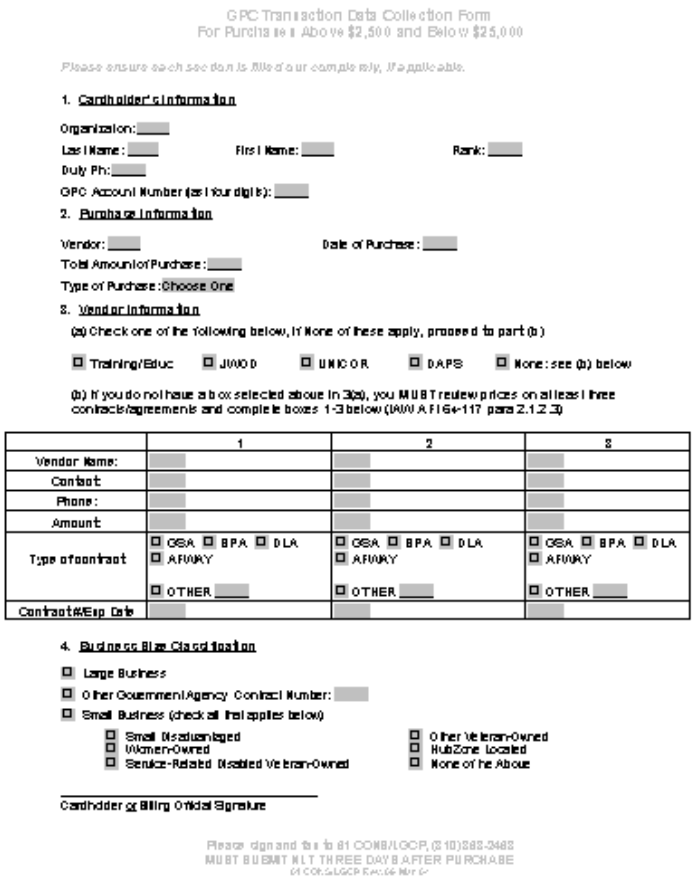
Authority to Purchase > $2.5k
(cont)

- Can not exceed $25k per transaction
- CH must have a Delegation of Authority Letter w/higher authority, prior to purchase
- When purchases off FSS or BPA:
  - CH must review prices on at least three (3) contracts / agreements
  - Select the best value
- Document! Document! Document!

Data Collection Requirements

- A GPC Data Collection Form is mandatory for **all** purchase > $2.5k < $25k
  - Data must be collected before purchase can be made
  - Form must be submitted to 61 CONS/LGCP within three (3) work days of transaction
- If, after sufficient effort, the data cannot be collected, **DO NOT** make the purchase

GPC Data Collection Form



GPC Transaction Data Collection Form
For Purchases Above $2,500 and Below $25,000

Please ensure each section is filled out completely, if applicable.

1. Cardholder's Information

Organization: ____
Last Name: ____ First Name: ____ Rank: ____
Duty Ph: ____
GPC Account Number (last four digits): ____

2. Purchase Information

Vendor: ____ Date of Purchase: ____
Total Amount of Purchase: ____
Type of Purchase: Choose One

3. Vendor Information

(a) Check one of the following below, if None of these apply, proceed to part (b.)

☐ Training/Educ ☐ JWOD ☐ UNICOR ☐ DAPS ☐ None: see (b) below

(b) If you do not have a box selected above in 3(a), you MUST review prices on at least three contracts/agreements and complete boxes 1-3 below (IAW AFI64-117 para 2.1.2.3)

	1	2	3
Vendor Name:			
Contact:			
Phone:			
Amount:			
Type of Contract	☐ GSA ☐ BPA ☐ DLA ☐ AFWAY ☐ OTHER ____	☐ GSA ☐ BPA ☐ DLA ☐ AFWAY ☐ OTHER ____	☐ GSA ☐ BPA ☐ DLA ☐ AFWAY ☐ OTHER ____
Contract#/Exp Date			

4. Business Size Classification

☐ Large Business
☐ Other Government Agency Contract Number: ____
☐ Small Business (check all that applies below)
☐ Small Disadvantaged ☐ Other Veteran-Owned
☐ Women-Owned ☐ HubZone Located
☐ Service-Related Disabled Veteran-Owned ☐ None of the Above

_____
Cardholder or Billing Official Signature

Please sign and fax to 61 CONS/LGCP, (310)363-2483
MUST SUBMIT NLT THREE DAYS AFTER PURCHASE
61 CONS/LGCP Form 06 Nov 07

- Cardholder Information
- Purchase Information
- Vendor Information
- Business Size / Representation
- Signature

- **If Section 3(a) does not apply, you MUST supply three quotes in section 3(b)**
- **Forms that are not completed, will be returned!**

Purchases Requiring Authorization

- Pre-purchase authorization is required for all items (supplies/non-personal services) covered in paragraph 2.2.1 to 2.2.14
- Cardholders MUST:
  - Contact the specified organization BEFORE making the purchase
  - Maintain written (e-mail OK) documented approval, including the date and identity of the authorizing official (annotate in CARE comments section)

Hazardous/Potentially Hazardous Materials

- Authorizing Official:
  Base Hazardous Materials Management Process (HMMP) Team
  - No hazardous or potentially hazardous material may be purchased by any means or brought onto an installation without full compliance with all authorization, approval, and reporting requirements specified in AFI 32-7086 and any MAJCOM or local supplements.
    - May need labels for tracking purposes
    - Labels are obtained from:
      61 ABG/CE - Yong Park 3-1178

Communications and Computer Equipment

- Authorizing Official: Communications Squadron
  - Contacts: Andy Johnson, Archie Brown or Bobby Jones
- Approval IAW Communication and Information Requirements Process (AFI 33-103) must be obtained
- Cell phones, pagers, blackberry's, etc.
  - Coordination with 61 CS/SCXM prior to establishing new accounts, purchasing new equipment or changing service provider
  - Ensure you are receiving Government Pricing (BPA or GSA)
  - DO NOT -
    - Pay for services in advance (pay no more frequently than monthly)
    - Enter into agreements that obligate the government to pay cancellation or early termination fees

Medical Items

- Authorizing Official: Base Accountable Medical Supply Officer
  - 61 MDS/SGSL @ 3-3564
  - Examples include authorization for ergonomic chairs, etc.

Visual Information

- Visual Information, Electronic Digital Imaging and Video Equipment and Services
- Authorizing Official: Base Visual Information Manager (BVIM) (AFI 33-117)
  - 61CS/SCSV @ 3-6897
  - Examples include televisions, VCR, DVD, digital camera, etc.

Material Handling Equipment / Fleet Motor Vehicles

- Rental / lease of material handling equipment / fleet motor vehicles
  - Any form of a motorized vehicle
- Authorizing Official: Transportation Squadron
  - 61 ABG/LGT @ 3-2195
  - AFI 24-301 paragraph 5.9

Additional Purchases Requiring Authorization

Supplies/Services	Authorizing Official
Construction limited to $2,000 per project (requires an approved AF Fm 332)	61 ABG/CE
Morale, Welfare and Recreation (MWR) Items	61 SV/CC

Purchase of Commercially Printed Business Cards

- Business cards may be purchased from Lighthouse for Blind through DAPS, if:
  - Costs are equivalent or less to purchase cards rather than to produce them on a personal computer
  - Written approval by General Officer or SES
- Recruiters authorized business cards without above restrictions
  - AFRS/CC approves business cards for recruiting personnel and the cards are purchased from the DAPS

Purchase of Commercially Printed Business Cards

- References
  - AFI 64-117 para 2.2.14
  - AFI 65-601 V1 paragraph 4.36
  - OSD (DA&M) 28 Aug 98 Policy Memorandum
    - Require business cards in the performance of official functions
    - Cards obtained under this authority are to be used only for official business purposes

Printing, Copying or Copier Services

- Authorizing Official: Local DAPS or Government Printing Office
  - DAPS is the required source for these services
  - Cardholders must obtain a waiver from DAPS or Government Printing Office before going to commercial source
  - Single purchase limit for GPC use with DAPS is $100,000 (with written auth.)
  - When DAPS is not available and authorization is received to use commercial printing sources, the limit is $2,500 per purchase

Purchases Requiring Coordination/Review

- Pre-purchase coordination/review is required for all items (supplies/non-personal services) covered in paragraph 2.3.1. – 2.3.5.
  - Non-expendable (budget code 9) Equipment Assets over $2,500
    - Must have accountability records established through Base Supply
    - Equipment custodians must contact the Base Supply Management Element immediately upon receipt of asset 61 ABG/LGSME @ 3-0332
    - Accountability for items under $2,500 is the responsibility of Unit Commanders

Purchases Requiring Coordination/Review

- Repair Services for General Equipment
  - Contact Resource Advisor or 61 CONS to verify that repair is not already covered by an existing preventative maintenance agreement. Contact the organization equipment custodian to determine if repair is covered under an existing warranty at no cost to the Air Force
- Books, Periodicals and Manuals
  - AFMAN 23-110 Vol 2 Part 2, Ch 9
  - Coordinate with the library

Purchases Requiring Coordination/Review

- Professional Services
  - Contact 61 CONS
- Payment for for the Domestic Express Next Business Day Small Package Delivery Service Contract
  - Cardholders must coordinate with the Transportation Management Office (TMO) prior to setting up an account (must obtain Government pricing)
  - 61 ABG/LRFT @ 3-2195

Unauthorized Use of the GPC

- Cash Advances
  - Includes money orders, travelers checks, gift certificates and “middleman” payment services (i.e. PayPal)
- Travel Related Purchases
  - Includes rental/lease of motor vehicles associated with travel or temporary duty supported by travel orders (airline, bus and train tickets), meals, drinks, lodging or other travel or subsistence costs associated with official government travel that will be reimbursed on a travel voucher

Unauthorized Use
(cont)

- Rental or Lease of Land or Building > 30 days
- Centrally managed aviation, diesel or heating fuel, gasoline fuel or oil for aircraft and motorized vehicles
- Repair of GSA-Leased Vehicles
- Major Telecommunication Systems

Unauthorized Use
(cont)

- Hazardous/Dangerous items such as explosives, munitions, toxins and firearms
- Personal Services
- Gifts (i.e., retirements, farewells)
  - Includes food/beverages for organizational functions (commander's call, picnics, parties, awards programs), promotional items for conferences, meetings, symposia (coins, mugs, coasters) and cash incentive awards
  - U.S. flags for gift presentation may be purchased w/unit funds for military retirees only

Unauthorized Use
(cont)

- Entertainment
  - Party supplies, serving material, food and drink unless specifically authorized by law
  - Refer to AFI 65-601 V1, para 4.28.1 and 4.42.2. For exceptions
- Utility Services

Unauthorized Use
(cont)

- Purchases requiring advance payment,
  - Exceptions:
    - Subscriptions or
    - Education and Training w/an approved DD Form 1556
- Purchases from Government employees
- Classified and Sensitive Items
- Construction > $2,000

Support of Contingency / Exercise Operations

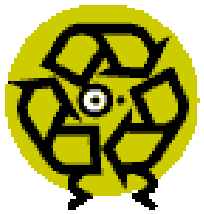
- Cardholders who are not CCOs may use their cards when deployed **ONLY IF**:
  - Short duration exercise or contingency (< 30 days)
  - Transaction does not exceed $2.5k
  - Unit funds will be used
  - B/O remains the same
  - No delay in review and reconciliation of monthly statement while CH is deployed

Contingency / Exercise Operations

- Coordination's are not required if not co-located with servicing organization except for:
  - Purchases of HAZMAT (2.2.1.)
  - Purchases of Weapon Systems Parts (2.2.9.)
- Prohibited purchases also apply contingency operations

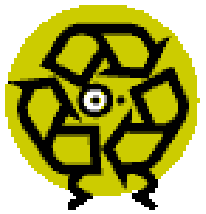
EPA Guidelines

- Acts that require agencies to use recovered materials for EPA-designated items
  - Resource Conservation and Recovery Act
  - Solid Waste Disposal Act
- Compliance w/Affirmative Procurement Executive Order 13101 is required at all dollar levels
  - Greening the Government through waste prevention, recycling and federal acquisition
  - http://www.ofee.gov/eo/13101.htm



EPA Designated Items

- Comprehensive Procurement Guidelines are available @ http://www.epa.gov/cpg/factshts.htm
  - Paper and paper products
  - Construction and transportation products
  - Park and recreation products
  - Landscaping products
  - Non-paper office products



EPA Designated Items
(cont)

- For acquisitions of EPA-designated items that do not meet the EPA minimum recovered material standards:
  - For any purchase above $2,5k (or $2,000 for construction), cardholder must have on file a written determination for exemption from recovered material standards
    - Refer to AFI 64-117 para 2.10.2
  - Must be approved by the cardholder's commander or equivalent

GPC for Training and Education

- May purchase government, non-government and/or off-the-shelf (OTS) training
  - Using own unit funds up to $25k (based on Delegation of Authority letter)
  - For an individual or planned series of the same training event, activity or course material
  - Establish a separate GPC account for Education and Training (different than supply acct)
- Must have an approved DD Fm 1556 from 61 MSS/DPE **PRIOR** to making the purchase

GPC for Training and Education (cont)

- Off-the-Shelf Training (OTS)
  - Training products/services regularly available to the general public and/or government personnel
  - Includes training offered in catalogs or other printed materials by a college, university, professional association, consultant firm or organization
- May not use the GPC for training specifically developed, designed, or produced to meet a requirement unique to an organization and/or program

Accountability of Property

- Equipment items equal to or under the micro-purchase threshold ($2.5k), accountability is the responsibility of unit commander
- Unit commanders must establish a locally devised program that provides visibility and audit trail capability
  - May include use of hand receipts and spreadsheets

Establishing a GPC Account

AFI 64-117

Section 3

Training

- Each cardholder and billing official must complete training prior to account set-up
- Mandatory Training:
  - GPC Initial Training (61 CONS)
  - DoD GPC Web-based Training (DAU website)
  - Ethics Training (SMC/JA)
- Retain Training Certificates

Letter of Appointment

- Commander submits appointment letter to 61 CONS/LGCP
  - Designates a primary **and** alternate Billing Official
  - Designates a cardholder(s)
  - Describes the type of purchases, name, rank, and title of billing official, alternate billing official and cardholder(s)
  - Identifies requested spending limits
- Refer to the GPC Website under Sample Documents - Request to Establish GPC Accounts

Spending Limits

- Single Purchase *CREDIT* Limit
  - How much a cardholder can spend during any ONE transaction?
- Monthly/Cycle *CREDIT* Limit
  - How much a cardholder can spend during a month/cycle?
- Quarterly *CREDIT* Limit
  - How much ACTUAL money there is to spend?
  - It is the billing officials responsibility to ensure there are funds and that each cardholder knows how much they can spend

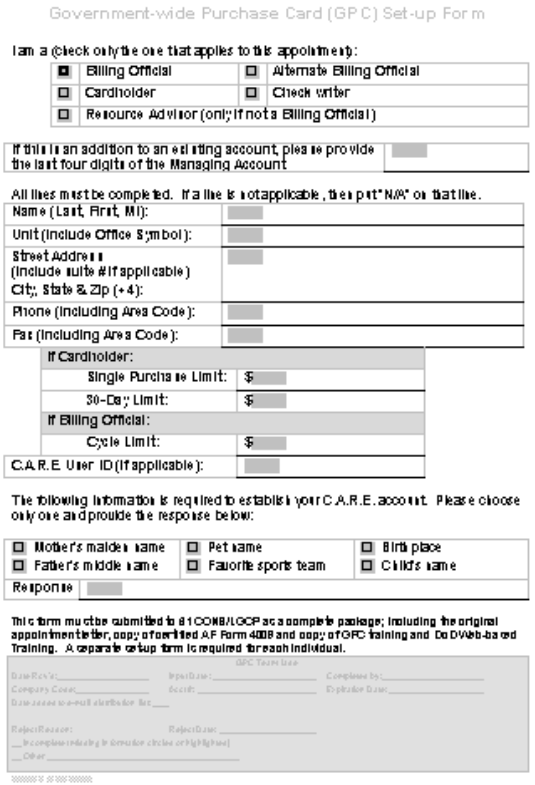
Spending Limits (cont)

- Overspending funds available on the AF Form 4009 result in:
  - Unit commander notification
  - Suspension of the billing officials GPC privileges and/or other disciplinary action

Ensure you have funds in commitment status before making a purchase!!!

Account Set-up

- Complete Government-wide Purchase Card (GPC) Set-up Form



Government-wide Purchase Card (GPC) Set-up Form

I am a (check only the one that applies to this appointment):

☐	Billing Official	☐	Alternate Billing Official
☐	Cardholder	☐	Check writer
☐	Resource Advisor (only if not a Billing Official)		

If this is an addition to an existing account, please provide the last four digits of the Managing Account

All lines must be completed. If a line is not applicable, then put "N/A" on that line.

Name (Last, First, MI):	
Unit (include Office Symbol):	
Street Address (include suite # if applicable) City, State & Zip (+4):	
Phone (including Area Code):	
Fax (including Area Code):	
If Cardholder:	
Single Purchase Limit:	$
30-Day Limit:	$
If Billing Official:	
Cycle Limit:	$
C.A.R.E. User ID (if applicable):	

The following information is required to establish your C.A.R.E. account. Please choose only one and provide the response below:

☐ Mother's maiden name	☐ Pet name	☐ Birth place
☐ Father's middle name	☐ Favorite sports team	☐ Child's name
Response		

This form must be submitted to 61 CONS/LGCP as a complete package; including the original appointment letter, copy of certified AF Form 4009 and copy of GPC training and DoDVAlb-based Training. A separate set-up form is required for each individual.

GPC Team Use

Date Rec'd:_____ Input Date:_____ Completed by:_____

Company Code:_____ Batch:_____ Expiration Date:_____

Date issued e-mail distribution list:____

Reject Reason: Reject Date:_____

__ Incomplete (Identify in remarks circles or Highlighter)

__ Other _____

Funding

- Prepare an AF Fm 4009, in CCaR
  - Obtain specific MAC number from SMC/FM POC: SSgt Kryvon Buckner 3-6120
  - Retain copy of **CERTIFIED** AF Fm 4009

Everything Completed?

- Forward the following to 61 CONS/LGCP:
  - Original Appointment Letter
  - Original GPC Set-up Form
  - Copy of Certified AF Form 4009
  - Copy of all training documents

Incomplete packages will be returned!

Receipt of Card

- Once the cardholder receives their card:
  - Activate the card IMMEDIATELY
- Complete the C.A.R.E. Web-based Training
  - https://wbt.care.usbank.com
    - Username: “usbank” Password: “grasp”
    - **Note**: All password changes will be forwarded to the users. Additionally, password changes are included in the monthly newsletter.
- Contact 61 CONS to schedule an appointment for one-on-one C.A.R.E training

Changes

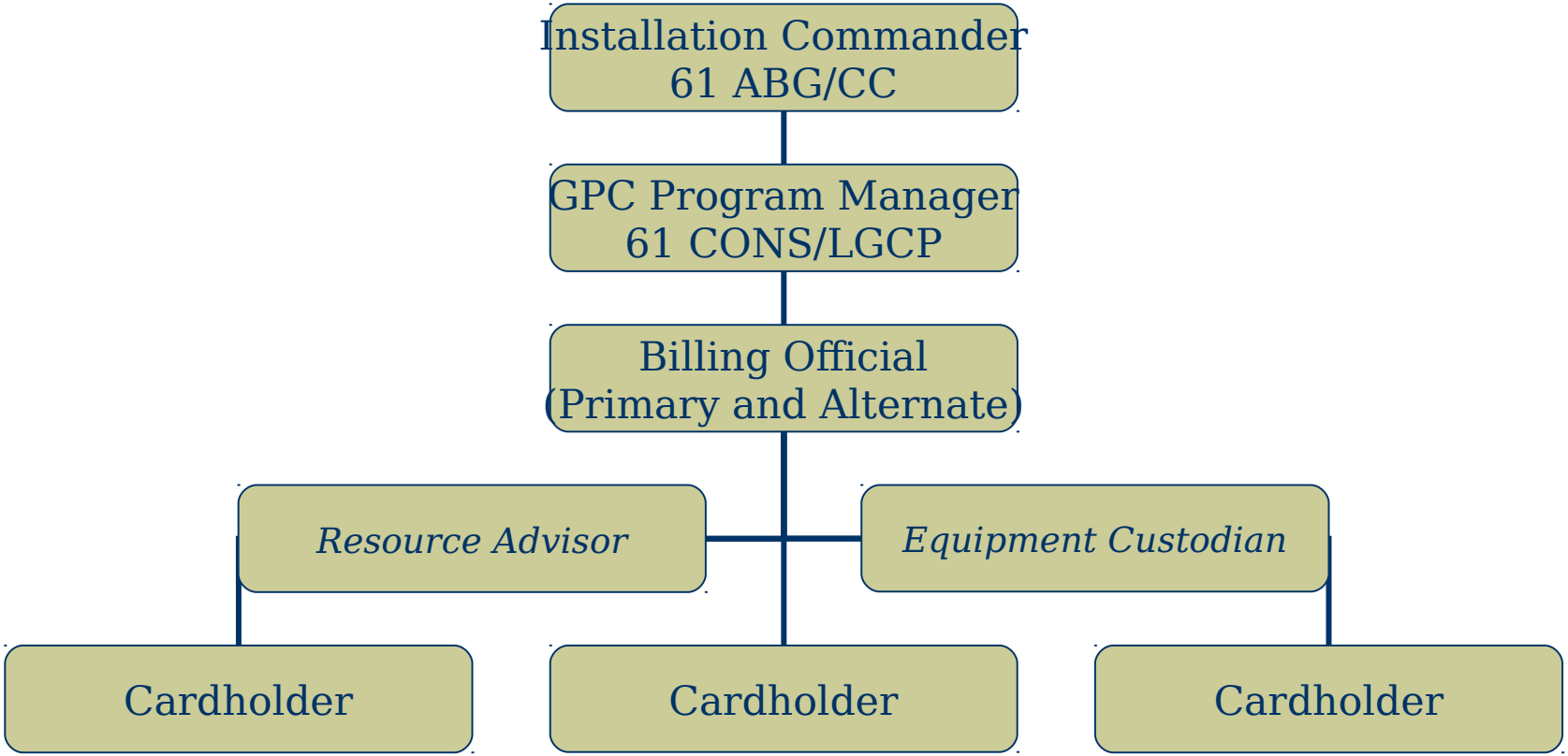
- Changes must be submitted to the GPC Program Manager in writing (e-mail acceptable)
  - Commander/chief for billing official changes
  - Billing official for cardholder changes
- Sample letter is available on the GPC Website under Sample Documents
  - Request Revisions to GPC Account(s) (includes canceling accounts)

Responsibilities and Procedures for GPC Operations

AFI 64-117

Section 4

Responsibilities



Responsibilities
Installation Commander

- 61 ABG/CC
- Overall responsibility for the operation of the GPC program
- Can suspend or terminate privileges
- Authorized to discipline participants
- Receives quarterly briefing from GPC Program Manager

Responsibilities
GPC Program Manager

- Responsible for the operations of the LA AFB GPC Program
- Functions include:
  - Initiation of GPC accounts
  - Issues delegation of contracting authority
  - Provides mandatory GPC training and surveillance
  - Provides business advice to GPC Program participants

Responsibilities
GPC Program Manager (cont)

- Additional Responsibilities:
  - Primary point of contact w / US Bank for all GPC related matters
  - Ensures that a certified funding document exists before issuing cards
  - Initiates suspension and revocation of GPC participants who violate GPC procedures

Responsibilities
Billing Official

- Appointed by commander/director as accountable officials
  - Must have an Alternate appointed
- Responsible for oversight of all of their cardholders
  - Coordinates and obtains funding for account
  - Approves all purchases BEFORE they occur
    - Ensuring funds are available
    - Requirements are not split
    - Purchase is authorized

Responsibilities
Billing Official (cont)

- Grade must be commensurate with level of responsibility
- Normally in same chain as cardholder
- Can’t be own B/O or B/O for immediate supervisor
- Can have no more than 7 cardholders
- Recommends cardholder dollar limits

Responsibilities
Billing Official (cont)

- Conducts semi-annual verification of card custody
- Conducts 100% review of all accounts:
  - New cardholder files within first 90 days
  - Convenience check writer files every quarter
  - Cardholder files every 12-months
- Promptly notifies GPC Program Manager of account changes or cancellations, in writing
  - Maintains original supporting documentation for all closed accounts (for three fiscal years)

Responsibilities
Billing Official (cont)

- Reports lost or stolen cards – Immediately
- Reconciles cardholder(s) account by reviewing electronic transaction log, receipts, waivers, etc.
- Certifies all accounts in C.A.R.E. no later than 30 days after the billing cycle ends (25th)
  - Account will be suspended:
    - by GPC Program Manager if not approved within 30 days
    - by HQ SAF/AQC if not approved in 60 days
  - Account will be permanently closed by DoD if not approved in 120 days

Responsibilities
Billing Official (cont)

- Ensures necessary forms are submitted to 61 CONS/LGCP for all purchases >$2.5k < $25k
- May be financially responsible for the following actions by cardholders:
  - Unauthorized purchases
  - Allowing others to use card
  - Careless use of the card

Responsibilities
Cardholder

- Appointed by commander/director as accountable official
- Coordinates all purchases with billing official PRIOR to purchase
- Documents all transactions in C.A.R.E.
- Maintains the following:
  - Receipts (cash register "tickets," invoices, shipping/packing documents or receiving reports, or electronic purchase confirmations are acceptable) for EACH purchase
  - Other supporting documentation, such as approvals/waivers
- Reconciles monthly statement in C.A.R.E. not later than 15 days after the billing cycle ends (25th)

Responsibilities
Cardholder (cont)

- ONLY person authorized to use the GPC
- May NOT split requirements
  - Repetitive purchases when the cardholder knows or should have known of additional requirements for the same items would result in an aggregate purchase greater than $2,500
  - Document the reason for any buy that may have an appearance of splitting requirements
- Must NOT make purchases over $2.5k, unless specifically delegated that authority

Responsibilities
Cardholder (cont)

- Over-the-counter purchases must be available within one billing cycle, except subscriptions
- Item must be received or service completed before item appears on statement
- Split shipment allowed if:
  - All items arrive in one billing cycle, or;
  - Vendor will hold invoicing until all items have been received
- Surrender card to the Billing Official at least 30 days prior to departure (retirement, change jobs, PCS, etc.)

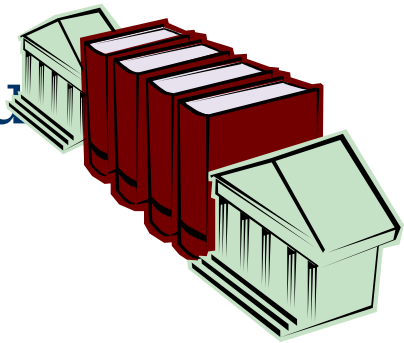
Responsibilities
Cardholder (cont)

- May be financially responsible for the following actions:
  - Unauthorized purchases
  - Allowing others to use card
  - Careless use of the card

Guidance

Guidance

- Federal Acquisition Regulation (FAR)
  - Part 8 - Required Sources of Supplies and Services
  - Part 13 - Simplified Acquisition Procedures
  - Part 32 - Contract Financing
- Defense Federal Acquisition Regulation Supplement (DFARS)
  - Part 8



Additional Guidance (cont)

- AFI 64-117, Air Force Government-wide Purchase Card Program, dtd 06 Dec 2002
  - Section 2 - Do's and Don'ts
  - Section 4 - Responsibilities
- AFI 65-601, V1, Budget Guidance and Use of Appropriated Funds
  - Section 4 – Budgeting and funding guidance for various appropriations
  - Section 10.55-58 – Funding for Individual Clothing

Required Sources of Supplies and Services

FAR Part 8.002 - Agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority --

Supplies

- AFWAY (All IT requirements)
- Activity Inventories
- FPI (UNICOR) > $2,500
- JWOD (NIB / NISH)
- Wholesale Supply – GSA
- Federal Supply Schedules
- Other sources not listed above (Only applies < $2.5k)

Services

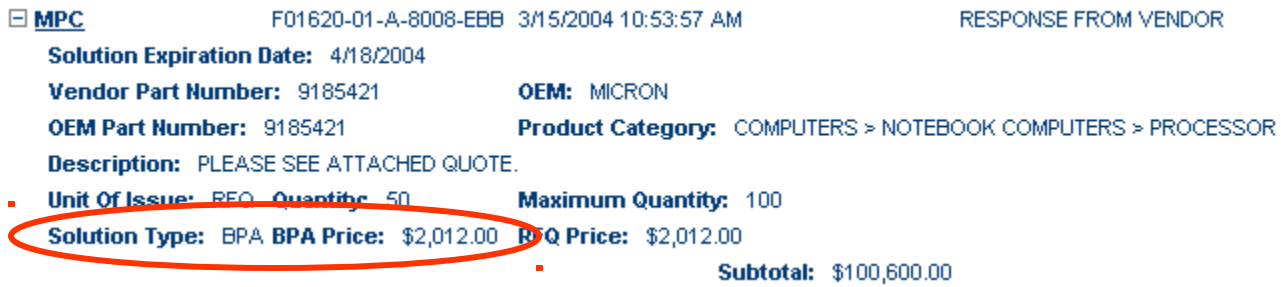
- DAPS (All Printing/Copying services)
- JWOD (NIB / NISH)
- FSS/GSA
- FPI (UNICOR)
- Other sources not listed above (Only applies < $2.5k)

AFWay
https://afway.af.mil

- For all IT requirements
  - **The use of AFWay is mandatory**
    - Includes, but is not limited to, personal computers, servers, peripherals, laptops, software and network devices.
    - All IT purchases must be processed through the AFWay website, unless you have a waiver
    - You may not purchase a product directly from a vendor if you do not have a waiver authorizing such a purchase
    - Software purchase may require that you submit an RFQ via AFWay to one of the 9 vendors listed

AFWay
(cont)

- Cardholders shall review the catalogs or pricelists of at least three schedule contractors for all AFWay orders exceeding $2,500
  - Select items that indicate BPA or OTHER in


MPC F01620-01-A-8008-EBB 3/15/2004 10:53:57 AM RESPONSE FROM VENDOR
Solution Expiration Date: 4/18/2004
Vendor Part Number: 9185421
OEM: MICRON
OEM Part Number: 9185421
Product Category: COMPUTERS > NOTEBOOK COMPUTERS > PROCESSOR
Description: PLEASE SEE ATTACHED QUOTE.
Unit Of Issue: REQ Quantity: 50
Maximum Quantity: 100
Solution Type: BPA BPA Price: $2,012.00
RFQ Price: $2,012.00
Subtotal: $100,600.00

AFWay (cont)

- AFWay Waivers
  - Desktops and/or notebooks - Requests for waiver must be submitted to HQ AFSPC for approval. The local CSO no longer has authority to grant such waivers.
  - IT products other than desktops or notebooks - Requests for waiver must be submitted to the CSO, 61 CS/CC, via this office, 61 CS/SCXP, for approval.

The electronic waiver provided via the AFWay website does not constitute approval to purchase from sources other than AFWay sources!

Federal Prison Industries (UNICOR)

- FAR Part 8.605
  - UNICOR clearances are **NOT** required when --

    (a) The contracting officer makes a determination that the FPI item of supply is not comparable to supplies available from the private sector that best meet the Government's needs in terms of price, quality, and time of delivery; and

    (b) Public exigency requires immediate delivery or performance;

    (c) Suitable used or excess supplies are available;

    (d) The supplies are acquired and used outside the United States;

    (e) Acquiring listed items totaling $2500 or less; or

    (f) Acquiring services

Federal Prison Industries (UNICOR)

- For orders totaling > $2.5k but < $25k market research is required
  - Before purchasing an item of supply listed in the FPI Schedule,
    - conduct market research to determine whether the FPI item is comparable to supplies available from the private sector that best meet the Government's needs in terms of price, quality, and time of delivery
    - unilateral determination made at the discretion of the contracting officer
  - Prepare a written determination that includes supporting rationale explaining the assessment of price, quality, and time of delivery
  - If the FPI item is comparable, purchase the item from FPI following the ordering procedures at http://www.unicor.gov, unless a waiver is obtained in accordance with 8.604; and

Federal Prison Industries (UNICOR)

- If the FPI item is not comparable in one or more of the areas of price, quality, and time of delivery—
  - Forward the following to 61 CONS/LGCP **prior** to purchase
    - Quantity, description of item (s), unit price and delivery from at least three sources
    - If applicable, provide a brief description why the UNICOR product is not comparable
  - CO will either issue a written **Determination of Non-Comparability of Selected UNICOR Products** or disapprove the request in writing

AAFES and NAFI

- These sources are not mandatory or preferred in any respect
- Should be considered after applying good judgment and a “best value” determination
- Use GPC only for purchases authorized with appropriated funds

Simplified Acquisition Procedures

- FAR 13.202(a)
  - To the extent practicable, micro-purchases shall be distributed equitably among qualified suppliers
    - Rotate sources
    - Special consideration paid to supporting local, small and small disadvantaged businesses
  - Micro-purchases may be awarded without soliciting competitive quotations if the contracting officer or individual appointed considers the price to be reasonable

Funding

- FAR Part 32.702
  - No officer or employee of the Government may create or authorize an obligation in excess of the funds available, or in advance of appropriations (Anti-Deficiency Act, 31 U.S.C. 1341), unless otherwise authorized by law
- AFI 64-117, paragraph 3.2.3.
  - Overspending funds available on the AF Form 4009 will result in unit commander notification and may result in suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action

Sales Tax

- AFI 64-117, paragraph 4.3.5.2.3.
  - For all purchases, the cardholder shall inform the merchant that it is for official US Government purposes and, therefore, not subject to state or local sales tax
  - The card is embossed with “U.S. GOVT TAX EXEMPT”
  - “Tax-exempt letter” is available at http://apps.fss.gsa.gov/services/gsa-smartpay/taxletter/
  - The Federal Government is not exempt from certain federal and state excise taxes

Contracts w/Government Employees

- FAR Part 3.601
  - Contracts With Government Employees or Organizations Owned or Controlled by Them
    - Cardholder shall not knowingly award a contract to a Government employee or to a business concern or other organization owned or substantially owned or controlled by one or more Government employees.
    - Intended to avoid any conflict of interest that might arise between the employees' interests and their Government duties
    - Avoid the appearance of favoritism or preferential treatment by the Government toward its employees

Delivery

- Preference is have items shipped FREE ON BOARD (FOB) “DESTINATION”

Document Retention

- Document the following:
  - Approvals
  - Communication from 61 CONS
- Retain ALL documentation for 3 years FAR Part 4.805(b)(3)

Rebates

- Take advantage of any rebates offered
- Rebates shall be payable to “USAF
- Rebates in cash or check forward t FM
- Processed as appropriated refund to the B/O’s organization – Credited to applicable funding document

IMPAC Rebates

- Issued by US Bank as a result of actual spending and timely payment of our monthly GPC bill
- US Bank issues a check to the US Treasury for IMPAC Rebates on a quarterly basis
- Do not include these rebates in your funds (as a credit) as they are not credited to your account
- NEVER dispute and IMPAC Rebate

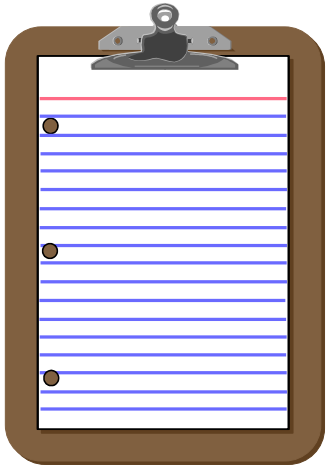
Processes and Practical Applications

GPC Purchase Process

- Need is determined
- Check supply centers
- Is it $2,500 or less?
- Verify funds are available
- Verify that purchase is authorized IAW AFI 64-117, para 2.1
- Is item/service already covered under contract/warranty?
- If applicable, obtain required approvals IAW AFI 64-117, para 2.2
- Obtain quote from the vendor & determine price reasonableness
- Document proof of purchase
- Retain documentation for reconciliation

Order of Records (Suggestion)

1. Appointment/Delegation of Authority Letters
2. Training Certificates
3. Funding Documents
4. Source Documents (Requests)
5. Transaction Information
   - Vendor's Bill
   - Shipping Documents
   - Credits
   - Required Approvals (letters/e-mails)
   - Internal Coordination
6. Dispute Documents



Lost or Stolen Cards

- Immediately notify the Bank, the Billing Official and IPCPM. B/O must send report to IPCPM within **five (5) days** with following:
  - GPC Number and the Cardholder's name
  - Date Credit Card Company Notified the purchase made on that date
  - Any other pertinent information

Lost or Stolen Cards

- Replacement within 24 hours (Mon-Fri)
  - If original is found, destroy and give to B/O
  - Notify IPCPM immediately!

Violations and Remedies

- When violation is discovered or recurring
  - Issuance of Violation Letter to organization commander
  - Authority to use GPC is withdrawn for 7, 14 or 30 days
  - MUST attend remedial training prior to reactivation
  - Possible notification of OSI
- Severe or additional violations are occurring
  - Revocation of card
  - Removal from the GPC program

Violation Matrix

- 1st violation is written warning, 2nd is 30 day suspension of CH, and subsequent will result in request for removal of CH from program
  - Failure to rotate sources, use mandatory sources, obtain required approvals/coordination or comply with Affirmative Procurement (recycled products)
- 1st violation is a 30 day suspension of CH, 2nd is 60 day suspension and subsequent will result in request for removal of CH from program
  - Splitting requirements,
  - Exceeding the Single Purchase Limit
  - Unauthorized purchase
- 1st violation 30 day suspension of BO account subsequent will result in request for removal of BO from program
  - Insufficient funds

C.A.R.E. Training

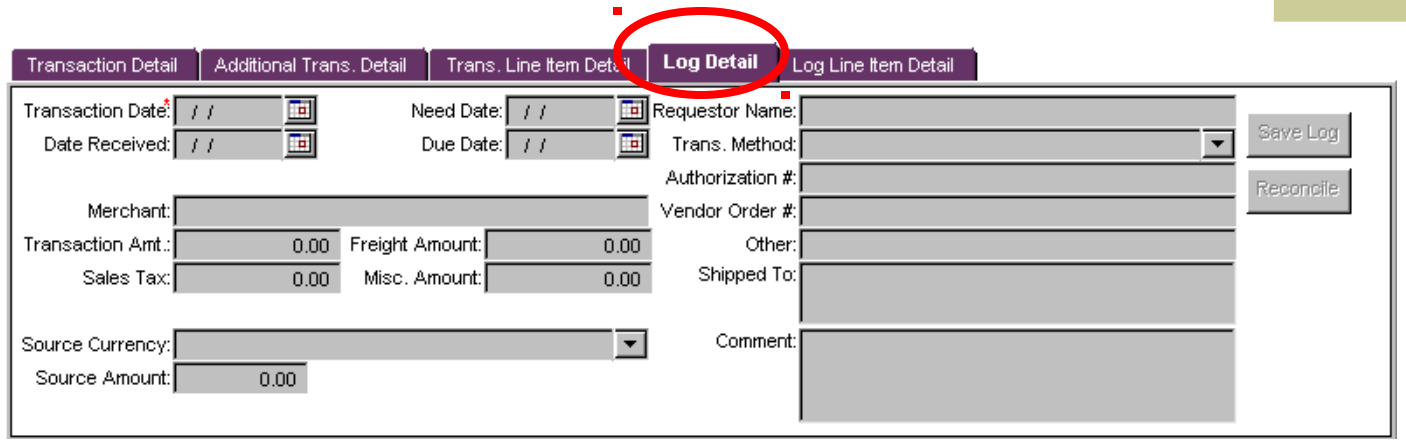
Electronic Log

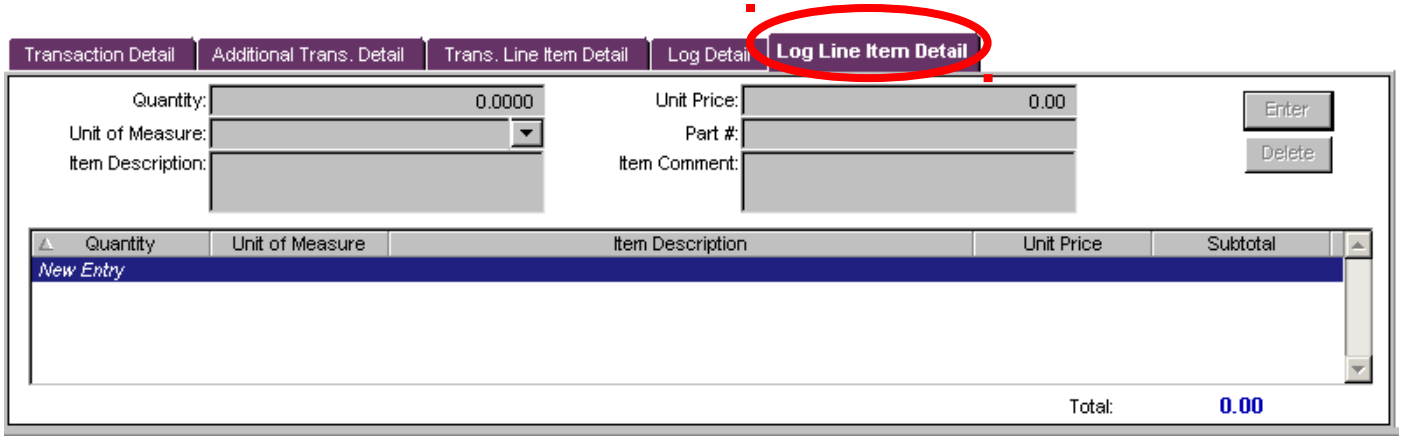
- Log-in to C.A.R.E.
- At least WEEKLY -- check if any transactions posted
- Three step process:
  - Cardholder maintains log in C.A.R.E.
  - Cardholder or Billing Official approves individual transaction(s)
  - Cardholder and/or Billing Official approves entire statement

Maintain Log

- Transaction tab lists all transactions posted for the billing cycle
  - Click Log Detail & Log Line Item Detail tabs
  - Complete all information
- Don’t wait until the end of the billing cycle

Log Detail & Log Line Item Detail





Approve Individual Transactions

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Approved	01/23/2004	LAZER CARTRIDGES PLU	509-5290200	WA	1019.32			001
Approved	01/24/2004	NEXTEL *WIRELESS SVCS	800-639-6111	CO	291.47			299127486824311
Approved	01/26/2004	TRAINERS WAREHOUSE	800-299-3770	MA	192.30			665534
Approved	01/26/2004	JWOD.COM	703-998-0770	VA	572.77			VGMA17702882
Approved	01/26/2004	AMERICAN LASER INC	301-8870820	MD	295.50			6414
Approved	01/26/2004	K(M)2, INC.	410-455-9177	MD	290.10			38088
Approved	01/27/2004	CREATIVE SALES SOLUTI	478-3205977	GA	27.14			1
Approved	01/28/2004	OFFICE DEPOT #5125	800-937-3600	CA	238.10			N/A
Approved	01/28/2004	CDW*GOVERNMENT INC	800-808-4239	IL	532.71			F858525
Approved	01/29/2004	CORP EXPR 71217 ISIS	800-831-4623	CO	27.05			EGAKN32244E
Approved	02/01/2004	ART.COM*	800-95ALLWA	NC	575.00			1567110000000000
Approved	02/02/2004	OFFICE DEPOT #5125	800-937-3600	CA	154.65			LORETTA POLK
Approved	02/02/2004	VELOCITY COMPUTER	MODESTO	CA	101.46			95102
Approved	02/04/2004	ASK CENTER	REDONDO BEACH	CA	244.00			0000000000000000
Approved	02/11/2004	ART.COM*	800-95ALLWA	NC	103.28			1567110000000000
Approved	02/18/2004	FRANKLIN COVEY #7040	3107961390	CA	86.24			02101542
Pending	02/19/2004	GICA	912-788-2448	GA	389.00			021804RONDOLOS

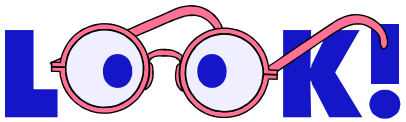
- Cardholder has up to 15 days after cycle
  - After 15 days, cardholder is locked out and billing official MUST approve individual transaction before the next cycle
- Save log
  - Status changes from pending to approved

Approve Entire Statement

- At the end of the billing cycle
- Different than approving INDIVIDUAL transactions

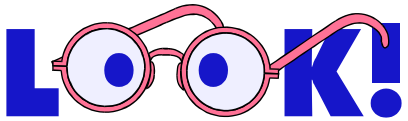
Reconciliation Process Cardholder

- Review transactions in C.A.R.E. for accuracy
- Complete Log Detail AND Log Line Item Detail tabs and approve transaction
  - Retain documentation (quotes, contacts, etc.) for 3 fiscal years
- If problem, follow Problem Resolution steps
- Approve statement via C.A.R.E. and notify your Billing Official of completion



Reconciliation Process Billing Official

- B/O verifies transactions are mission essential and IAW procedures
- B/O certifies statement via C.A.R.E.



Problem Resolution

- Cardholder Should Resolve w/Vendor
- If unsuccessful, dispute via C.A.R.E. (NLT 60 days after the transaction date)
- Review “Status of Disputed Transactions” in C.A.R.E.

Problem Resolution

- Reasons to Dispute:
  - Unauthorized or Erroneous Charges – IMMEDIATE
  - Non-receipt of item – 45 days after receipt of statement, but NLT 60 days
  - Disputed Charges Must be resolved between the Cardholder, Vendor and Credit Card Co.
  - Accounting Adjustments will be made for approved dispute
  - Disapproved Disputes – NO ADJUSTMENT

Problem Resolution

- Examples of Problems
  - Merchandise / Service Not Received
  - Merchandise Returned and Credit Not Received
  - Unauthorized Order, Duplicate Processing, Alternation of Amount or Unrecognized Charge
  - Sales Tax or Transportation Costs
  - Defective Items

Review

- Ensure purchase is authorized on GPC
- Ensure money is available on the AF Form 4009
- Only cardholder is authorized to use their card
- Government purchases are TAX-EXEMPT
- Maximize competition:
  - Ensure that you attempt to rotate sources
  - Ensure you obtain fair and reasonable prices
- Rebates are to be made payable to the USAF

Review

- Is item/service available from mandatory sources
- Shipping cost should be Free On Board (F.O.B.) Destination
  - Meaning the vendor pays the shipping
- Document Transaction Log in C.A.R.E.
- Reconcile Monthly!!!!!
- Each cardholder must have a Delegation Letter of Authority and Statement of Training on file

Review

- During contingency or deployment, do NOT use GPC unless preauthorized by the IPCPM
- Contact SMC/JA regarding any ethics questions surrounding purchasing for the government.
  - Remember go to them BEFORE there is a problem

Sources for Assistance

Defense Logistic Agency (DLA)	www.dla.mil
UNICOR	www.unicor.gov
JWOD	www.jwod.com
AFWay	https://afway.af.mil
GSA Global Supply	https://www.gsaglobalsupply.gsa.gov
GSA Advantage	http://www.gsaadvantage.gov/
Document Automation & Production Services (DAPS)	http://www.daps.dla.mil

Sources for Assistance

Forms and Publications	www.e-publishing.af.mil/
Government Printing Office	www.gpoaccess.gov/index.html
DoD Purchase Card Program Management Office	http://purchasecard.saalt.army.mil/
C.A.R.E. Web Based Training	https://wbt.care.usbank.com
US Bank – C.A.R.E. (log-in)	https://care.usbank.com/
DoD Government Purchase Card (GPC) Tutorial	http://clc.dau.mil

Sources for Assistance

- EPA Websites:
  - EPA's Comprehensive Procurement Guideline (CPG) Product Fact Sheet
    - http://www.epa.gov/cpg/factshts.htm
  - Federal Biobased Products
    - http://www.usda-biobasedproducts.net/public/categories.cfm

Contracting Support

Please contact us for all GPC related questions

61cons.gpc@losangeles.af.mil

References

- AFI 65-601 V1
  - Appliances and Furnishings for Work Break Areas (Para.4.40)
  - Approving Honoraria and Speaking Fees (Para.4.9)
  - Awards and Gifts (Para.4.29)
  - Bottled Drinking Water (Para.4.45)
  - Business Cards (Para.4.36.1.1. and AFI 64-117, Para.2.2.14)
  - Change of Command Ceremonies (Para.4.27.2)
  - Entertainment (food, drink, music, etc) (Para.4.28)
  - Ethnic and Holiday Observances (Para.4.26)
  - Graduations (Para.4.27.3)
  - Issue of Enlisted Grade Insignia (Para.10.55.4 & 10.55.5)
  - Membership in Professional / Civic Organizations (Para.4.44 and 4.44.1)
  - Microwaves/Refrigerators (Para.4.40)

References

- AFI 65-601 V1
  - Plaques (Para.4.29.2)
  - Print for Invitations/Programs for Military/Civilian Retirement (Para.4.54.3 & OSD (DA&M) 28 Aug 98 policy Memorandum)
  - Refreshments at Award Ceremonies (Para.4.31)
  - Registration Fees for Meetings and Conferences (Para.4.42)
  - Special Uniforms (i.e., desert BDUs, Flight Suits) (Para.10.55.7 & AFMAN 23-110 V2, Sec 23C)
  - Squadron Coins (Para.4.29.2)
  - Traditional Ceremonies (does not include retirement) (Para.4.27)
  - US Flag for Military Retirees (Para.4.54)
- AFI 64-117
  - Training Req for DD Fm 1556 (Para. 2.11.2 and AFI 36-401)

Areas for Improvement

- Obtaining necessary approvals/coordination
- Availability of Funds
- Approving C.A.R.E. statements
- Submitting data for purchases >$2
- Organization of GPC Files
- Reporting changes in a timely manner
- Educating managers and co-workers
- Asking for guidance rather than forgiveness!

Questions / Discussion

If all else fails…

read AFI 64-117

There is no substitute for reading the AFI!

or ask us!!!

61cons.gpc@losangeles.af.mil